

## Solicitation Packet Instructions

6/26/06

Forest Supervisors and Area Managers will be working jointly to solicit nominations for a new Recreation Resource Advisory Committee in the Pacific Northwest (**reference letter dated June 21, 2006 from Linda Goodman, Regional Forester and Elaine Brong, State Director**).

The Regional Office/State Office has approached this mailing in two phases:

**Phase 1** - provide the field with all documents, internal and external, that will be needed to establish local mailing lists.

**Phase 2** - complete mailing at both the local and regional level once field has received notification from the Regional Forester/State Director to send letters.

The following internal documents should be reviewed prior to compiling local key contact mailing lists. Solicitation packets should be mailed to key contacts using one of three template letters signed by the Regional Forester and State Director. **Specific information must be inserted into these templates prior to mailing. This includes the date, address and final date nominations will be accepted.** Other attachments to be included in the solicitation packets are identified below.

### Materials for internal use:

- 1) Internal Questions and Answers for Soliciting Recreation RAC Nominations
- 2) Tactics for Soliciting Nominations for Recreation RAC
- 3) News Release
- 4) Regional Forester's Letter Soliciting Nominations (Letter Templates)
  - Recreation Special Interest Template
  - Local Government Template
  - Tourism Template
- 5) Regional Office Key Contacts (**RO will do the mailing – this list is for information only to avoid duplicate mailings**)

### Materials to include in solicitation packets:

- 1) Regional Forester's Letter Soliciting Nominations (Select appropriate template letter) (complete template letter to include date, address, and final date nominations will be accepted)
- 2) Recreation Resource Advisory Committee Roles
- 3) AD-755
- 4) Nomination Evaluation Criteria

Forest Supervisors and Area Managers will be contacted via email once the official notice is published in the federal register soliciting nominations. It is critical that key contact mailing lists are compiled to expedite mailings.